



Financial Management Section
Missouri Department of Elementary and Secondary Education
P.O. Box 480; Jefferson City; MO 65102-0480
Title I Comparability of Services; Building Level Worksheet; Step 1

School District Name	County-District Code

NOTE: Directions are on back of form. Make copies of this form as needed.

Part A

Name of School _____		School Directory Number _____	
Grade Division: <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate/Middle School <input type="checkbox"/> Jr. High <input type="checkbox"/> High School			
Title I Participating <input type="checkbox"/> Yes <input type="checkbox"/> No		Building Enrollment _____	
Kindergarten Students are Counted at		<input type="checkbox"/> 1.0 FTE	<input type="checkbox"/> .5 FTE

Part B

		FTE and Salary Applicable to This Building	
1	2	3	4 (Alternate method 2)
Teacher's Name	Teaching Position (i.e.; 1 st Grade Teacher; Art Teacher 1-5; 4 th Grade Teacher; P.E. Teacher 1-5)	FTE Portion of Position funded w/state and local funds	Base Salary Portion of Position funded w/state and local funds
		Total FTE:	Total Salaries:

Directions for Completing the Building Level Worksheet
Comparability Report; Step 1

Part A:

Data should be collected as of the fourth Wednesday of September.

Kindergarten students enrolled in one-half day sessions are counted as .5 FTE.

Exclude early childhood students.

Exclude students whose primary placement is a special education self-contained classroom.

Exclude buildings with 100 or fewer students.

Part B:

Column 1:

For each building in the study; record the names of the teaching staff paid in full or part with local or state funds as of the fourth Wednesday of September.

Include the following:

K-12 teachers

Exclude the following:

Administrators; office staff; school nurses; librarians; counselors; parent liaisons; other support services personnel; custodians; bus drivers; food service personnel; early childhood teachers and aides; teacher assistants and paraprofessionals; teacher clerks; special education teachers and paraprofessionals; and personnel funded by the following federal programs: Titles I; II.A; II.D; IV.A; V; VI-B; Migrant; Homeless; Small Rural Achievement Program (SRSA or REAP).

Local or state funded Bilingual education positions may be excluded.

Column 2:

Record the position of each person listed in Column 1 (i.e.; 1st Grade Teacher, Music Teacher 1-5).

Column 3:

Record the building level FTE (Full Time Equivalency) for each person listed in column 1. If a salary is partially paid with federal funds, pro-rate the state/local FTE accordingly.

Column 4:

(complete only as an alternative when comparability can not be demonstrated using the FTE method.)
Record the building level salary for each person listed in Column 1. If a salary is partially paid with federal funds; pro-rate the state/local salary accordingly. Do not include portions of salaries paid for years of experience.